



Applicant and Testing Information for

Police Officer Recruit

Please review this recruiting packet for important information on how to become a Police Officer with the Tucson Police Department.

For More Information

(888) 923-6551 or
(520) 791-4499, ext. 1614 or
(520) 791-4499, ext. 1610
www.cityoftucson.org/police

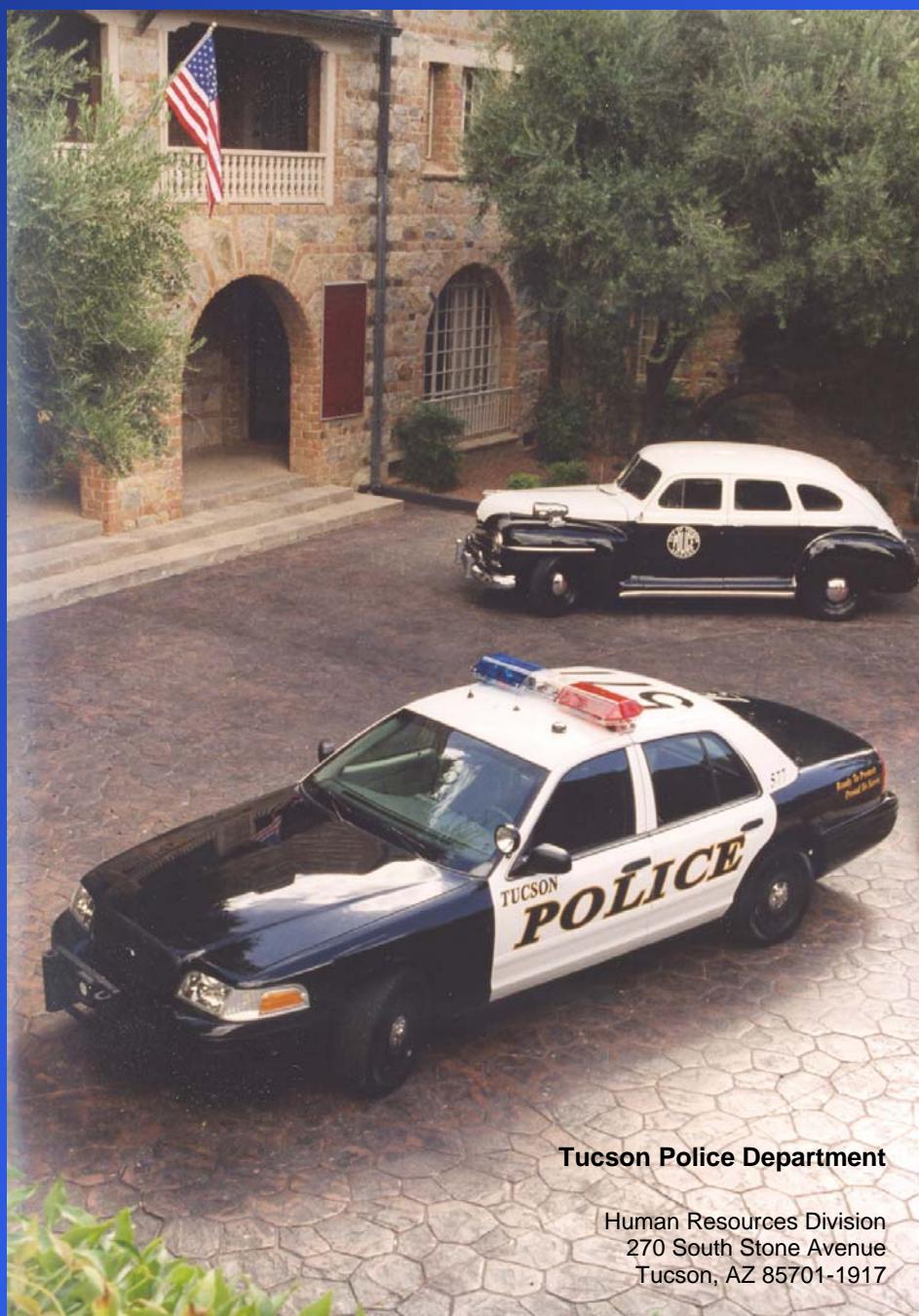
**The next testing session
is scheduled
for Saturday,
December 3, 2005 at
8:00 a.m.
Doors open at 7:00 a.m.**

**Note – the doors at the test
site close promptly at 8:00
a.m. – no one will be admitted
late, so allow enough time to
find parking and to make it to
the testing area.**

PRIOR to coming to the
written examination,
complete an employment
application either on-line at
cityoftucson.org or by calling
our office at the numbers
shown above. Bring the
completed application with
you to the test site. **DO NOT
MAIL IT IN!**

ON THE TEST DATE you
must be on time – late
applicants will not be
admitted. You must bring
**photo identification with
you** and two **sharpened #2
pencils**.

**PLEASE CHECK WEBSITE
PRIOR TO TEST FOR ANY
UPDATED INFORMATION.**



Tucson Police Department

Human Resources Division
270 South Stone Avenue
Tucson, AZ 85701-1917



We are pleased that you are considering a career with the Tucson Police Department. As the second largest law enforcement agency in Arizona with over 1,000 sworn members, our Department is responsible for a city over 225 square miles serving more than 500,000 citizens. Recognized as one of the leading law enforcement agencies in the United States, we take great pride in our commitment to the community and the diversity within our department.

Richard Miranda
Chief of Police

The Tucson Police Department offers a comprehensive package of benefits that begin upon appointment to the Southern Arizona Law Enforcement Training Center (SALETC). The basic academy is 16 weeks, full time, with paydays every two weeks. The Department supplies and replaces all uniforms, police equipment, weapon, and a digital pager. Once out of training, officers work a weekly schedule of four 10-hour days. In addition, sworn personnel are paid a \$420 uniform allowance, or \$620 plainclothes allowance, plus a \$640 safety equipment allowance annually.

As a Tucson Police Officer, you can test for a large number of specialized assignments, many of which offer an additional 5% pay incentive. These include SWAT, School Resource Officer, Helicopter Pilot or Observer, Canine Handler, Motorcycle Officer and Plainclothes Tactical Officer—in fact, we currently offer over 40 assignments in the officer rank alone. Once you have been with the agency for three years you are eligible to take a competitive examination to become a Detective; after five years you can test to become a Sergeant, the first level of supervision. The opportunities to develop your interests and options will allow you to serve your community in a large number of positions – and the opportunities keep growing!

The City offers a variety of medical and dental plans to meet the needs of employees. Dependent coverage includes same-sex domestic partner. The City also pays for basic life insurance that is equal to your annual salary to the nearest thousand, to a maximum of \$50,000. A spouse and all dependents that are enrolled in the employee's medical insurance plan have coverage of \$5,000 each. The employee pays 25% of this premium.



Ready to Protect, Proud to Serve

Current Salary Information

Rank	Starting Salary	Top Salary
Police Officer	\$39,416	\$58,261
Detective	\$43,472	\$64,210
Sergeant	\$64,210	\$70,782

This salary information is based on standard rates of pay and does not include any extras you may earn including overtime, holiday pay or other benefits provided by the City.

Minimum Application Standards

In order to become a Police Officer with the Tucson Police Department, you must meet the following **minimum** standards. These standards are established by the Arizona Peace Officers Standards and Training Board (AZPOST) and supplemented by additional standards of the Tucson Police Department.

- **Must be 21 years of age**
- **Must be a US Citizen**
- **Must have a High School diploma or GED**
- **Shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona.**
- **Must have passed a medical examination that meets AZPOST standards.**
- **Shall not have been dishonorably discharged from the United States Armed Forces.**
- **Shall not have been previously denied certified AZPOST status, had certified AZPOST status revoked or have current certified AZPOST status under suspension.**

Under AZPOST rules, the following are causes for denying certification to an applicant for Police Officer:

- **Willful falsification of information to obtain certified status.**
- **A physical or mental disability which substantially impairs the person's ability to perform the duties of a peace officer, and cannot be resolved through accommodation.**
- **Addiction to or unlawful use of narcotics or drugs.**
- **Commission of a felony, an offense which would be a felony if committed in Arizona, or an offense involving dishonesty, unlawful sexual conduct or physical violence.**

The Police Department also has standards you must meet for driving, criminal history and drug use. We also encourage education above the listed minimum as this standard may be raised in the future. If you have any questions about a possible eligibility question, please feel free to contact us for additional information.

City of Tucson Civil Service rules require the rejection and disqualification of applicants who meet the following criteria among others:

- **During the preceding five (5) year period has been:**
- **Discharged for cause from the City of Tucson**
- **Otherwise separated from the City and marked ineligible for reemployment**
- **Has made a false statement of material fact in the employment application.**



- Has used or attempted to use political pressure or bribery to secure an advantage in the examination or in securing an appointment from an eligible list as a result of such examination.
- Has directly or indirectly obtained information regarding examinations to which an applicant was not entitled.
- Has failed to submit the employment application correctly or within the prescribed time limits.
- Is a member of, or is influenced in conduct by any organization, corporation, association or society which is proven to advocate or have for one of its purposes the overthrow or subversion of the Government of the United States of America.

Information for Currently Certified Police Officers

AZPOST Certified Officers

From time to time the Department may test specifically for certified (lateral entry) police officer applicants from other Arizona agencies. Check our website for current information on whether or not such a test is coming up.

Even when we are not holding a special test process, currently certified Arizona officers are encouraged to apply through the regular testing process. If you are hired, you will generally proceed to the Post Basic Training academy. Depending on timing, you may be temporarily assigned to a non-enforcement position until you complete that training and move into the FTO Program.

Peace Officers from Other States

We welcome peace officers from other states to join our team at any testing process. Due to AZPOST rules, however, you will be required to attend a Basic Academy.

The Testing Process

The hiring process takes on average a minimum of four months to complete. Upon successfully completing the hiring process, an applicant's name will be placed on a Civil Service Eligibility List. This list will be valid for up to six months from the date the list is established, unless the City opts to extend its duration.

The hiring process consists of the following elements, which are discussed in greater detail below. **YOU MUST SUCCESSFULLY PASS ALL ELEMENTS OF THIS PROCESS IN ORDER TO BE HIRED.**

- *Written Examination and Prescreen Interview*
 - *Physical Ability Test*
 - *Oral Board Interview*
 - *Background Investigation*
 - *Polygraph Examination*
 - *Psychological Assessment*
- *Medical Examination/Drug Screen*

If you are an out of town candidate, please let our staff know in advance that you will be attending the testing. In many cases we are able to offer some accelerated testing components (such as

fingerprinting, oral boards and polygraph examinations) in order to minimize your travel time and expenses. You should, however, plan on spending several days in Tucson.

The following section presents tentative schedules and explains the individual steps in the hiring process.

EVENT	TENTATIVE DATE AND TESTING INFORMATION
Written Examination and Pre-Screening	Saturday, December 3, 2005 Tucson Community Center – Exhibit Halls B & C Doors open at 7:00 a.m. –locked @ 8:00 a.m. sharp !
Physical Testing	Sunday, December 4, 2005 SALETC
Oral Boards – Out of Town Applicants	Monday, December 5, 2005 – Tuesday, Tuesday, December 6, 2005 TBA
Oral Boards – Other Applicants	Tuesday, December 6, 2005 – Friday, December 9, 2005 TBA

Step

1

Written Examination and Pre-Screening Interview

*The first step in the testing process will be a Civil Service Written Examination and Pre-Screening Interview. The **Written Examination** is a general knowledge test that measures knowledge, skills and abilities which you could reasonably be expected to possess prior to employment as a Police Officer.*

REMEMBER to bring photo identification and application with you – you will not be admitted to the test process without it. It is also important to be on time – late applicants are turned away and are not allowed to participate in the testing process.

If claiming preference or inclusion credit, individuals must bring supporting documentation to the written test. No preference or inclusion credit will be given if documents are submitted at a later date !

You should plan on spending the entire day at the testing site. Generally applicants are released for a period of time mid-day while examinations are scored. At an announced time all applicants are expected to return to the test site to receive their examination results – if you are successful, you will then continue to the next step that afternoon.

If you pass the Written Examination, you will be required to complete a **Pre-Screening Interview**, which will take place later the same day. The purpose of this interview is to screen out applicants at an early stage who do not meet minimum criteria for the position in the areas of age, citizenship, education, criminal history, drug usage, theft, and adult driving record. At the prescreening interview, your Prescreening form will be reviewed by a Police Officer from TPD. If it is determined that you do not meet Tucson Police Department standards and are screened out, you will be notified that day. If you pass this stage, you will be scheduled for a Physical Ability Test the next day.

Step

2

Physical Ability Test

*The **Physical Ability Test** is usually held the next day for those applicants who were successful on the Written Examination and Pre-Screening Interview. This test is held at the Southern Arizona Law Enforcement Training Center. **You must appear by the test time you are assigned or you will be denied entry and will not be allowed to continue in the testing process.***

The Physical Ability Test consists of a series of tasks designed to assess important physical abilities necessary for effective job performance as a Tucson Police Officer. The Test starts with a 150 foot run to a six (6) foot wall climb. After clearing the wall applicants run 375 feet to a window frame. Once the window frame is cleared applicants are required to hold a simulated firearm with arms extended and at shoulder height for a period of one (1) minute inside a frame. Applicants must then drag a 165-pound dummy a distance of fifty feet. The course is timed and you are allowed two minutes fifty-eight seconds (2:58) to complete it. Applicants must pass the Physical Ability Test to continue in the hiring process.

You should wear comfortable work out type clothes suitable for the weather that day. **Bring your own water and anything else you might need.** Plan to spend approximately two (2) hours at this test. While we attempt to conduct the physical testing during the cooler part of the day, you must expect that it may be hot – come properly hydrated and fed so you do not feel undue physical effects of your testing.

Physical Fitness

It is your responsibility to know your own physical condition. Individuals who are in a poor state of physical conditioning may have difficulty in this test phase. Your participation in this examination is at your own risk and the City of Tucson assumes no liability or responsibility for any injuries you may incur during this process.

If you are not already doing so, you should consider beginning a physical fitness program as soon as possible. If you wait until the start of the Academy you may not be physically fit enough to succeed. Each Academy sessions sees new recruits quit or be discharged for falling too far behind in this regard.

If you are successful on the Written Examination, Pre-Screening Interview, and Physical Ability Test, your name will be placed on the **Civil Service Eligibility List** for Police Officer Recruit. All candidates on the list will be referred to the Police Department for further processing.

Candidates who are placed on the Eligibility List will be given the Tucson Police Department Applicant Questionnaire to complete **PRIOR** to their Oral Board Interview. This is a lengthy document needed in order to conduct a thorough background investigation of each applicant. **It is your responsibility to complete all sections of the Questionnaire and have it NOTARIZED prior to your Oral Board Interview.**

Step

3

Oral Board Interview

*The Oral Board Interview will consist of Police Officers, Police Sergeants, Police Commanders and/or some civilian employees of the Department. The interview will be comprised of two parts: a structured set of questions that are asked of all applicants, and specific questions based on the **Applicant Background Questionnaire**. You must successfully pass this interview in order to continue in the hiring process.*

This interview is our first opportunity to interact with you as an individual. Therefore, it is recommended that you treat this interview accordingly. Plan on spending approximately two (2) hours for this process.

You will be informed of the results of your interview while at the site. If you pass, you may be scheduled for a polygraph examination and fingerprinting as part of the Background Investigation Process.

You must bring **COPIES** of the following documents with you to the Oral Board Interview, together with your **COMPLETED** and **NOTARIZED** *Applicant Questionnaire*.

- ☐ **PROOF OF US CITIZENSHIP** – Birth Certificate, US Naturalization Papers or US Passport
- ☐ **HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (Transcripts also acceptable)**
- ☐ **DD214 WITH RE-ENLISTMENT CODE** for any military service
- ☐ **SELECTIVE SERVICE REGISTRATION** for males between the ages of 18 and 26
- ☐ **SOCIAL SECURITY CARD**
- ☐ **DRIVERS LICENSE**
- ☐ **COPY OF YOUR FIVE (5) YEAR CERTIFIED DRIVING HISTORY (ARIZONA RESIDENTS ONLY)** – this is available from the Arizona Motor Vehicle Division. It must have been issued to you within the past 30 days.
- ☐ **PROOF OF AUTOMOBILE INSURANCE FOR ALL VEHICLES YOU OWN AND DRIVE**
- ☐ **ALL MARRIAGE LICENSES/CERTIFICATES**
- ☐ **ALL DIVORCE DECREES**
- ☐ **ANY BANKRUPTCY PAPERS/DOCUMENTS**
- ☐ **COLLEGE DEGREE(S)** and/or transcripts (does not have to be certified copy)
- ☐ **COPY OF ALL PREVIOUS LAW ENFORCEMENT ACADEMY GRADUATION CERTIFICATES** (If Applicable)

Step

4

Background Investigation

*Depending on anticipated hiring needs, a number of successful applicants will then enter into the **Background Investigation** phase of the application process. This will entail a thorough screening and examination of your Applicant Questionnaire and all aspects of your life.*

It is critical that you be completely forthright in answering all questions on the *Applicant Questionnaire*. **Failure to properly and thoroughly complete the Questionnaire, to follow the required instructions, or to provide sufficient detail or information will be grounds for your disqualification from any further consideration.** The Questionnaire, its contents and any subsequent background information obtained as a result, are held in strict confidence by the Police Department.

Background investigations are conducted by sworn members of the Tucson Police Department. Anyone listed in your Questionnaire may be contacted during the course of this investigation, including friends, relatives, former employers and credit services. As with the Questionnaire, you are required to fully cooperate with this process – failure to do so will be grounds for your disqualification from any further consideration. The background investigation, together with the results of the polygraph examination, are used to determine your suitability for employment by the Tucson Police Department.

The Applicant Questionnaire will not be returned to you, nor will you be given information on the specific findings of your background investigation or polygraph examination.

Information for Native American Applicants

The Mayor and Council of the City of Tucson have adopted a Native American Employment Policy. If you are an enrolled member of a Native American Tribe or Nation and wish to take advantage of this program, **PLEASE PROVIDE DOCUMENTATION WITH YOUR APPLICATION THAT MUST BE SUBMITTED AT THE TIME OF THE WRITTEN TEST.** Eligibility must be established by presentation of *Tribal Enrollment Documentation* or *Notice of Approval Letter* from an officially designated Native American Tribe or Nation.

If you need more information about documentation or general information about the Native American Employment Program, please contact or visit the City's Human Resources Department, 10 E. Broadway in downtown Tucson.

ELIGIBILITY TO RE-APPLY

If you fail the Written Examination, Physical Ability Test or Oral Interview, you may not reapply with us for a period of at least 45 days. If you reapply, you will have to start over and take all portions of the testing again, even if you previously passed them.

If you are disqualified during the applicant process, you will not be informed of the reason. You will, however, be told whether or not the disqualification is *permanent* (in which case we will not accept an application from you for any position) or *temporary* (in which case you will be given a date after which you may reapply).

An important message about truthfulness.....

One of the fundamental requirements of working in law enforcement is the ability of an individual to adhere to and demonstrate the highest legal and ethical standards. **The Tucson Police Department has an unwavering stand on untruthfulness and dishonesty that requires the dismissal of any employee who engages in such misconduct.** In addition, the state certifying agency, AZPOST, also operates with the same philosophy and will revoke the peace officer certification of police officers in Arizona who are untruthful or dishonest.

This same standard applies in the hiring and selection process. Unfortunately, it is our experience that a number of applicants in each hiring process will fail due to such misconduct. **If you are untruthful, dishonest, knowingly omit, falsify, conceal or obscure required information, or engage in any similar misconduct or deception during any part of the application and hiring process, you will be PERMANENTLY DISQUALIFIED from ever being employed by the Tucson Police Department in ANY capacity. Information regarding a candidate's disqualification is also shared with AZPOST and made available to other law enforcement agencies who request it.**

We understand that the testing process can seem intimidating and for this reason we go out of our way to stress to all applicants the need to be completely open in all aspects of the process. The information you provide is held in the strictest confidence, even internally within the Police Department. If you have any doubt as to whether or not you should include information in response to a question, it is our recommendation that you err on the side of giving **more** information, not less.

Supplemental Physical Fitness Information

As mentioned elsewhere, the academy is physically demanding and you will be required to maintain and pass several physical standards while in training. We recommend that you prepare yourself to be at the *Cooper's Aerobic Standards* for your age and gender. The physical conditioning program supported by AZPOST is based on methods and standards established by the Cooper's Aerobic Institute.

The charts below list the physical fitness recommendations for law enforcement recruits. They are designed to measure an individual's level of upper and mid-body dynamic strength, aerobic capacity, endurance and flexibility.

If you are interested in becoming a police officer you should consider starting *now* with a physical training program of some sort. Waiting until just before the start of the academy will not work – training for strength and endurance takes time!

See your personal physician prior to starting any physical fitness program.

COOPER'S AGE/GENDER PHYSICAL FITNESS NORMS 30TH PERCENTILE

SIT-UPS (in one minute)

Males Age				Females Age			
20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
35	32	27	21	30	22	17	12

PUSH-UPS (in one minute)

Males Age				Females Age			
20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
26	20	15	10	13	9	7	n/a

SIT AND REACH

Males Age				Females Age			
20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
15.5"	14.5"	13.3"	12.0"	18.3"	17.3"	16.5"	15.5"

1.5 MILE RUN (Minutes/Seconds)

Males Age				Females Age			
20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
13:06	13:45	14:24	15:37	15:25	15:56	16:53	17:44